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## **6.4 Real Estate Contracting Officer Warrants** Revised 1/2015

### **6.4.1 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Warrants** Revised 1/2015

As mentioned above in Section 6.1, the FAA Acquisition Executive (FAE) delegates contracting authority to procurement and real estate Contracting Officers (COs) through a written certificate of appointment, also known as a warrant. This warrant authorizes the employee to legally bind the FAA. A warranted RECO cannot further delegate their warrant authority or "sign for" the name of another RECO. RECOs/Realty Specialists must prominently display the warrant certificate to all customers and stakeholders.

### **6.4.2 Warrant Levels** Revised 7/2019

Individuals must be certified and meet the training and experience requirements, as outlined in AMS Policy Section 5, Acquisition Career Program, to qualify for warrants. A waiver for additional time to complete required certification training may be granted. There are three real estate contracting officer warrant levels, Level I (\$150K to \$250K), Level II (greater than \$250K to \$1M) and III (greater than \$1M to Unlimited) that apply to contracting authority and are given after the RECO's supervisor and group manager determines they have completed the appropriate level of certification. The warrant levels align with the RECO/S certification Levels I, II, and III. These warrant levels do not apply to purchase card delegations. The initial warrant level for Level I is set at \$150,000 and can be adjusted incrementally not to exceed \$250K as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.4.6 Procedures for Obtaining and Increasing Warrants. The Level II warrant level is set greater than \$250,000 and can be adjusted incrementally not to exceed \$1 million as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.4.6 Procedures for Obtaining and Increasing Warrants. The Level III warrant level is set greater than \$1,000,000 and can be adjusted incrementally to an unlimited level as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.4.6 Procedures for Obtaining and Increasing Warrants. If a waiver for additional time to complete certification training is granted, a warrant may only be issued at the minimum level (\$150,000 for Level I, \$250,000 for Level II and \$1M for Level III). See [RECO Acquisitions Professions Portal](#) (FAA only) for more information.

### **6.4.3 Maintaining Warrants** Revised 1/2015

To maintain one's warrant, FAA acquisition professionals must maintain the appropriate RECO/Realty Specialist certification levels by earning 80 continuous learning points (CLP) of skills currency training every two years. The appropriate Real Estate Group Manager shall monitor the continuous learning requirements of employees with delegated contracting authority (i.e., warrants). If an employee does not earn 80 CLPs every two years, the FAE may terminate or modify the warrant to decrease the dollar and/or specific type of transaction authority.

#### **6.4.4 Limitations** Revised 1/2015

Each warrant defines the maximum total dollar and scope limitations of the authority to obligate the United States of America acting by and through the FAA. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. The transaction includes the total contract value, including the base year and all option periods. An unlimited warrant authorizes a contracting officer to execute transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations to delegated authority (other than limitations set forth in applicable laws or regulations) and state the specific type of real property transaction to which the RECO is authorized to obligate the FAA.

#### **6.4.5 FAA Federal Acquisition Executive (FAE) Approval** Revised 1/2015

All warrants must be approved by the FAA FAE prior to becoming effective.

#### **6.4.6 Procedures for Obtaining and Increasing Warrants** Revised 7/2019

(1) The request for a warrant or warrant increase must be prepared using the "Real Estate Contracting Officer Warrant Request" on the [RECO Acquisitions Professions Portal](#) (FAA only) by the employee supervisor who assesses the qualifications and readiness of the employee and submits the request to the Real Estate Group Manager. The employee's eLMS learning history, a copy of the current RECO/S certification certificate and RECO/S Temporary Waiver for Training and Development, if needed, must be attached to the warrant request form.

(2) The Real Estate Group Manager reviews the warrant request form, the RECO certification certificate and the eLMS history to ensure that the employee meets the training and experience requirements commensurate with certification level. If the Real Estate Group Manager concurs, he or she forwards the nominee's request to the manager of the Real Estate Contracting Division, AAQ-900.

AAQ-900 manager reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the AAQ-900 manager concurs, he or she signs the request and forwards the request to ACM for review.

(3) Finally ACM forwards the request to the FAA Federal Acquisition Executive (FAE) who will issue a warrant.